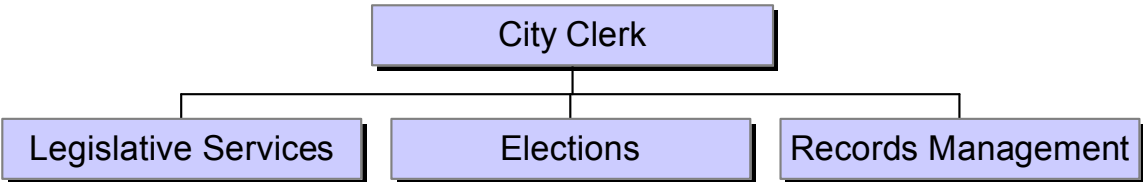


City Clerk



**Description of the Service**

The City Clerk’s Office is organized around Legislative Services, Elections, and Records Management. Legislative Services is charged with the responsibility of recording the proceedings of the City Council (approximately 56 meetings per year), Redevelopment Agency (approximately 24 meetings per year), and City Council standing committees (approximately 120 meetings per year); preparing and distributing the City Council, Agency, and standing committee meeting agendas and minutes; providing publication of public hearing notices; conducting research of City Council and Agency actions; maintaining the official records of the City and Agency; and maintaining the Municipal Code.

The Office also accepts passport applications; provides Notary Public service for City documents; processes claims filed against the City; serves as secretary to the Parking Authority, Economic Development Authority, Industrial Development Authority, and Public Financing Authority; and acts as filing officer for required disclosures under the Political Reform Act for City elected officials, candidates, board and commission members, and designated employees. The City Clerk is also responsible for the Boards and Commissions recruitment/selection process.

Election Services is responsible for conducting municipal elections in accordance with all applicable city, state, and federal laws. A special municipal election may be held on Tuesday, November 2, 2004, to consider amendments to the City Charter.

Records Management administers the contract service that receives and maintains inactive and semi-active records for City departments, including approximately 6,300 boxes; assists each department in establishing records retention and destruction schedules in conformance with need and applicable laws; and has custody of the city archives, which includes historical records of the City dating back to the 1880s.

## City Clerk

### Mission Statement

The mission of the City Clerk's Office is to provide municipal election services, maintain the official record of all City Council proceedings, and perform other State and municipal statutory duties for elected officials, voters, City departments, and the public in order that they may be guaranteed fair and impartial elections and open access to information and the legislative process.

### Major 2004/05 Priorities

- Staff Charter Review Committee with the City Attorney's Office
- Complete the reviewing and indexing of city archive records.
- Prepare and distribute agendas, packets, and minutes for City Council, Redevelopment Agency, and City Council standing committee meetings.
- Accept Statements of Economic Interests from the City's over 400 filers.
- election for Charter Amendments, if called.
- Electronically update the Riverside Municipal Code immediately upon effective date of new ordinances and publish quarterly supplements to printed version.
- Implement computerized tracking of contracts, leases, and agreements.

### Programs and Program Goals

#### FY 2004/05

**Legislative Services:** To provide administrative and technical support to the City Council and the public in order to maintain accurate and timely documentation and access to the official actions of the City Council in compliance with state and municipal requirements.

**Elections:** To administer the City's municipal elections and related activities for candidates and voters so that they may be guaranteed fair and impartial elections in compliance with state and municipal requirements.

**Records Management:** To preserve and protect the official records of the City for administrative departments and the public so that they may be guaranteed timely access to information and the legislative process in compliance with state and municipal requirements.

City Clerk

Performance Measures

	Actual 2002/03	Estimated 2003/04	Target 2004/05
# of meetings supported	150	172	185
# of passport applications processed	1,544	1,470	1,500
% of internal customers rating the records storage services as "good" or "excellent"	100%	100%	100%

Recent Accomplishments

- Electronically updated the Riverside Municipal Code immediately upon effective date of new ordinances and published quarterly supplements to printed version.
- Published the Riverside Municipal Code Book on the City's web site.
- Processed over 4,000 passport applications since the Passport Acceptance Facility opened in August 2000.
- Posted on a weekly basis City Council and Redevelopment Agency agendas and backup material on the City's web site.
- Maintained electronic tracking of contracts/agreements and insurance.
- Provided resolutions, ordinances, and contracts/agreements electronically.
- Completed preservation/restoration of historical municipal 300 plus volume archive of minutes, ordinances and resolutions.

# Department Summary

Budget Summary	Actual 2002/03	Budget 2003/04	Proposed 2004/05	Change
Personnel Services	515,298	598,001	597,824	0.0%
Non-Personnel	161,431	362,903	145,192	-60.0%
Special Projects	4,425	3,378	3,378	0.0%
Equipment Outlay	5,053	0	0	---
<i>Direct Operating</i>	686,207	964,282	746,394	-22.6%
Debt Service	0	0	0	---
Capital Outlay	0	0	0	---
Charge From Others	169,075	191,146	164,653	-13.9%
<i>Gross Budget</i>	855,282	1,155,428	911,047	-21.2%
Charge To Others	(734,870)	(788,115)	(774,172)	-1.8%
<b>Net Budget</b>	120,412	367,313	136,875	-62.7%

## Expenditure Summary (Gross Budget)

Legislative Services	778,551	871,101	854,384	-1.9%
Election Services	7,187	223,912	87	-100.0%
Records Management	69,545	60,415	65,576	8.5%
<b>Expenditure Total</b>	855,283	1,155,428	920,047	-20.4%

<b>Personnel Summary</b>	8.60	9.00	9.00	0.00
--------------------------	------	------	------	------

## Program Summary

